

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #16-137**

**OPENING DATE:** 22 Apr 16    **CLOSING DATE:** 6 May 16    **AGENCY:** 5701    **PIN:** 294

**POSITION:** Facilities Maintenance Rep I

**STARTING SALARY:** \$23,421.32

**LOCATION OF POSITION:** Camp McCain Training Center, 3152 James H. Biddy Road, Grenada, MS 38901-8973.

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6146 DSN: 293-6146

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.  
**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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***SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.***

**MINIMUM QUALIFICATIONS:**

1. High school education or GED and one (1) year experience in facility maintenance such as (carpentry, electrical, plumbing, and painting), or related duties.
2. Must possess one (1) year experience as a carpenter's helper and electrical trade in maintenance and construction.
3. Must have sufficient strength and physical dexterity to perform duties and responsibilities of this job.
4. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Accomplishes work orders of minor nature.
2. Performs relatively simple tasks, such as holding ladders and scaffold equipment for skilled craftsman, obtaining tools and equipment from supply room, cleaning trades equipment and painting of all types.
3. Prepares and compiles data into final audit reports for presentation with management.
4. Assist with installation of rafters, studs, sills, plates, braces, joist, flooring, sheetrock, plywood, siding, sheathing, roofing, doors, windows, interior and exterior trim.
5. Cleans and maintains shop areas and tools.
6. Drives vehicles in hauling materials, tools, and equipment.
7. Unloads materials, tools and equipment.
8. Assist in the installation of new and additional electrical work.
9. Performs maintenance on vehicles, tools, and equipment.
10. Assist in the running of electrical conduit for installation of new equipment or wiring.
11. Assist in the installation and interconnections of transformers.
12. Good oral and written communication skills.
13. Subject to after hour call outs.
14. Performs other duties as assigned.

**AREA OF CONSIDERATION:**

### **SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**